

Report for Week Ending 25 July 1956
from
PROJECT STAFF

Projects 4-84, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-83 - Vital Materials Deposit Schedule for all Offices

Vital Materials Deposit Schedules were completed for all offices in the Agency except the Office of the Comptroller.

General Information

25X1A9a Mr. [REDACTED] participated in the Operation Alert.

A summary of the Agency filing system installations with an indication of the potential has been prepared for all offices. This summary will be used in scheduling additional installations in appropriate areas.

The Printing Services Division prepared 100 test envelopes for our use in evaluating an employee suggestion. However, the envelopes are not satisfactory and a new set will have to be made.

25X1A9a Mr. [REDACTED] has completed the EOC and has returned to duty. He is presently working with the Assistant to the Records Officer in the Office of Security in completing a recommendation made during our recent survey there. This assignment will take approximately 2 days.

25X1A9a Mrs. [REDACTED] visited the repository to make a deposit of Vital Materials for the Office of Communications.

25X1A9a Mr. [REDACTED], ORR, accompanied last week's trip to the repository.

[REDACTED]

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